

# Statewide Supervision System (S<sup>3</sup>) Information Page

## Electronic Worksheet System (EWS): Access to EWS, Worksheet Search, and Worksheet Entry

### Access to EWS

| ACTION  | RESULT   | SCREEN SHOT                                 |
|---|--|---|
| 1. Access S <sup>3</sup> at <a href="https://search.s3.state.mn.us">https://search.s3.state.mn.us</a>                         | <b>Statewide Supervision Portal</b> log-in page will appear. | <a href="#">Log-in</a>                      |
| 2. Sign in with assigned user ID and password. New users should obtain this from the agency S <sup>3</sup> User Administrator | <b>Welcome page</b> displays.                                | <a href="#">Welcome page and EWS Access</a> |
| 3. From the left sidebar menu under MSGC, select "Electronic Worksheet System."   | <b>Search Worksheets</b> page opens in a new window.         | <a href="#">EWS – new window</a>            |

### Worksheet Search

| ACTION  | RESULT  | SCREEN SHOT                       |
|---|---|-----------------------------------|
| 1. To search for a worksheet, fill in the "Offender Search Criteria" or the "Worksheet Criteria" and click the "Search" button.             | <b>Search results</b> will display.               | <a href="#">Search Worksheets</a> |
| 1. Search results are now sortable by clicking on the header title; search oldest to newest, by County, or by whichever criteria is needed. | Search results will displayed by chosen criteria. | <a href="#">Search results</a>    |

### Worksheet Entry

| ACTION   | RESULT                             | SCREEN SHOT                                       |
|--|------------------------------------|---|
| 1. To enter a new worksheet, select "Add Worksheet" from the menu bar. | <b>Begin Worksheet</b> page opens. | <a href="#">Add worksheet and Begin Worksheet</a> |